

**Minutes of the Salhouse Parish Council meeting
held on Monday 12th August 2024 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), David Francomb, Julie Redburn, John Leathers, Gary Browne and Wendy Browne.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 10

For the benefit of the public, all votes taken were by a show of hands and/or a verbal response from each individual Councillor.

- 1. To receive and accept any apologies for absence**
Apologies were received and accepted from Cllr. Peachment (personal).
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations - None.**
- 3. To approve the minutes of the Parish Council meeting of 8th July 2024**
The minutes were proposed to be approved, with no amendment, by Cllr. W. Browne and seconded by Cllr. J. Redburn - all AGREED and signed by the Chair.
- 4. To receive Chair's Report**
The Chair reported the resignation of Lynn Yallop from the PC – thanks were given to Lynn for her commitment to the Council and hard work and wishes her well for the future. There are still vacancies on the PC – please contact the Clerk for details.
Saturday 17th sees the community Salfest event being held.
Sad news, long standing parishioner Ted Clarke passed away early July – a character missed in the village.
- 5. Public Participation and to receive District and County Councillor reports**
Gemma Hampton introduced herself and spoke regarding her application to join the PC.
District Cllr. Martin Murrell reported on the Rackheath medical centre, hoping to open summer 2025; GT16 revised planning application submitted.
County Cllr. Fran Whymark reported on the new Chair at County Council; County pushing volunteering; Norfolk devolution deal.
A member of the public spoke regarding the sad passing of Mrs Cator and the memorial service being held.
Concerns raised re environmental issues at a business premise in the Parish – Cllrs. Whymark and Murrell to follow up.
The Churchwarden thanks those who has attended and helped with Saturday mornings' clearing at the Church; community payback to assist with conservation areas; Friday maintenance group ongoing and improvements noticed – thanks to all.
It was raised it is 130 years since commencement of Salhouse PC (1894) and can this be commemorated.
A member of the public spoke regarding the GT16 North Rackheath development and revised documents submitted; traffic analysis modelling on data from 2023 and not

considering the new developments; Wroxham mini roundabout noted at only 1 minute delay; and no mention of effect of traffic on Wroxham bridge.

6. To consider Co-Option

It was unanimously AGREED to co-opt Gemma Hampton onto Salhouse Parish Council. Gemma signed the acceptance of office form and joined the meeting.

7. To receive reports:

- i) **SAM2 data** - data circulated from Norwich Road and Lower Street – vehicles recorded exceeding the speed limit in both locations.
- ii) **Team Salhouse** – report circulated.
- iii) **Tree Steward (inc. TPO notification)** – report and comments noted.
- iv) **Parish Footpaths** – report read out. Still issues on FP14 including hoops at end of path restricting access, and overgrown hedges.

8. Planning:

- i) **To receive a planning report** – report circulated, no further comments.
- ii) **To consider comments to the following planning applications:**
 - 2024/1980** – Oakdene, 21 Station Road, Salhouse, Norfolk, NR13 6NX - Part removal of pitched roof and construction of increased ground floor footprint with first floor and pitched roof over
PC comment: No Objection
 - 2024/2122** - School Farm, 41 Lower Street, Salhouse, Norfolk, NR13 6RE - Proposed first floor extension and single storey flat roof extension
PC comment: No Objection
 - BA/2024/0246/FUL** - Salhouse Broad, Lower Street, Salhouse, Norwich - Installation of 3no. cycle charging boxes
PC comment: clarification to be sought on look of chargers, location, evidence of usage,, how powered, effect on dark skies.
 - 20220663** - Land North Of Green Lane West, Rackheath, NR13 6NZ - Outline application for a mixed use residential led development with up to 3,850 dwellings (C3)
To request an extension and postpone comment until a planning meeting in September.
- iii) **To consider comments to planning applications received after the agenda published - if any** - None.

9. Playing Field and Recreation:

- i) **To receive a report from working group including RoSPA annual play area inspection**
Verbal report from working received.
- ii) **To consider and agree the following actions:**
 - a. **To seek/agree quotes for cleaning play area equipment**
AGREED to seek quotes.
 - b. **To consider repair or replacement of wooden tower and surrounding surface**
AGREED to look to replace with accessible item suitable for older children – working group to look at options.
 - c. **To consider repairs to rear gate of MUGA**
Clerk to investigate repairs with manufacturer.
- iii) **To consider quote to crown oak trees (5) at recreation ground**
It was proposed by Cllr. Redburn proposed to accept a quote from Target Trees and to proceed with these works; seconded by Cllr. W. Browne and AGREED by all.

- iv) **To update on meeting with football club and agree contract**
Verbal update on meeting received and revised contract presented – AGREED by all.
- v) **To update on Bell Pond works**
District Cllrs. to confirm if they can provide any funding. To postpone until next meeting to agree moving this project forward.
- vi) **To consider Wok Truck request to serve village**
It was AGREED to allow a trial period on alternate weeks.

10. Highways

- i) **To receive a report from working group**
No meetings held. Highways meeting with Parish cancelled.
- ii) **To update on bank clearing opposite old post office**
Highways have given permission for the bank to be cleared by the community payback team. It was AGREED to proceed subject to sourcing scrub to be removed from site.
- iii) **To discuss Parish Partnership scheme 2025/26 invitation to bid**
Cllrs. to bring suggestions to next meeting.
- iv) **To consider Urban Grass Cutting Scheme**
Questions raised regarding liabilities. Clerk to request further information for consideration at next meeting.

11. North Rackheath (GT16) Working group

- i) **To receive report and consider retaining working group**
No meetings held.
It was AGREED to terminate this working group. Thanks given to the members including public.

One member of public left meeting 20:37

12. Neighbourhood Plan

- i) **To receive an update regarding the Neighbourhood Plan review**
It was AGREED to proceed with the review of the NP and apply for a grant to assist with this. Review of consultants to be considered at next meeting and agreed.

One member of public left meeting 20:44

13. Finance and Administration:

- i) **To note monthly bank reconciliation report**
AGREED by all.
- ii) **To approve payments:**

S J Martin	July Salary - NET & Expenses	£1101.45
HMRC Cumbernauld	July PAYE/NI	£ 46.70
The Norfolk Pension Fund	July (EE & ER)	£ 272.82
Paul Green	Maintenance July 24 (1167)	£ 529.00

All Payments AGREED.
- iii) **To consider Clerk attendance at NPTS Autumn Seminar**
AGREED by all.
- iv) **To agree appointment of Internal Auditor for 2024/25**
Postpone to next meeting.
- v) **To consider subscription to Community Action Norfolk**
AGREED to subscribe to silver membership £50.00.

- 14. Policy Review and Monitoring**
- i) To receive a report on policies**
It was AGREED to review the Risk Management Policy in 2026.
- ii) To review and adopt the Biodiversity Policy**
To postpone adoption of this policy until next meeting.
- 15. Consultations:**
- i) District-wide Design Code for South Norfolk and Broadland districts**
Consultation closes 2nd September 2024. Individuals to submit own comments.
- 16. To receive correspondence and agree response – all noted.**
- *General Correspondence*
 - *Community at Heart Awards 2024 held by BDC – nominations close 29th August 2024*
 - *Brundall residential care home closure*
 - *Invitation to Apply for Free Tree Packs for Your Community*
- 17. Any items for the Parish Council meeting on Monday 14th October 2024**
- Biodiversity Policy
Parish Partnership bids
Internal Auditor
Neighbourhood Plan review

Meeting closed: 20:58